

DISPOSAL OF SURPLUS REAL PROPERTY

Purpose Statement:

The purpose of this policy is to provide a process by which the Department of General Administration disposes of real property on behalf of the State of Washington

Action: Revision of existing policy**Review Cycle:** 2 years**Date Approved:** March 8, 2010**Approved By:** /s/
Linda Villegas Bremer
Director

References: [RCW 43.82.101--Acquisition, lease, and disposal of real estate for state agencies\).](#)
[RCW 43.63A. 510 Affordable housing — Inventory of state-owned land](#)
[RCW 43.17.400 Disposition of state-owned land — Definitions — Notice](#)
[RCW 43.09.210 Local government accounting — Separate accounts for each fund or activity — Exemption for agency surplus personal property](#)
[RCW 39.33.010 Sale, exchange, transfer, lease of public property authorized — Section deemed alternative](#)

Policy Content

[Policy statement](#)
[Standards and procedures](#)
[Forms and instructions](#)

[Definitions](#)
[Related policies and information](#)
[History](#)

POLICY

The Department of General Administration (GA) shall ensure that the value of state owned real property assets are maximized for the State by giving priority consideration to State Agencies, Boards and Commissions, the State's political subdivisions and other governmental entities when disposing of real property.

[RETURN TO TOP](#)**1. Government entities may authorize GA to dispose of their surplus property.**

Whenever it is determined that any real property owned by the State of Washington and under the jurisdiction of a State Agency, Board or Commission, is no longer required for its purposes and that it is in the public interest to do so, the Agency, Board or Commission, as appropriately authorized, may declare the property surplus and request GA to dispose of it or transfer it to GA for disposal.

2. Government entities are given priority.

GA, acting on behalf of the Agency, Board or Commission or Political Subdivision may sell the property or exchange it in full or part consideration for land or improvements, or for construction of improvements at equivalent to fair market value or for mutual and offsetting benefits to any of the following governmental entities with priority given in the order listed:

- a. Any other State Agency, Board or Commission
- b. The County in which the real property is situated
- c. The City in which the real property is situated
- d. Any other municipal corporation or special purpose district in which the real property is situated
- e. Any federal agency operating within the state; and
- f. A federally recognized Indian Tribe within whose reservation boundary the property is located or abuts.

[RETURN TO TOP](#)

3. GA shall notify government entities of the availability of surplus real property.

GA will notify State Agencies, Boards and Commissions, appropriate political subdivisions (County, City, local and special district) in which the real property is located, federal agencies operating within the state, and federally recognized Indian Tribes within whose reservation boundary the real property is located or abuts, of the availability of the surplus real property using a Surplus Property Bulletin.

These entities shall be permitted not less than ten (10) calendar days, but not more than sixty (60) calendar days to respond to the notification.

[RETURN TO TOP](#)

4. GA may sell or exchange surplus real property.

If none of the governmental entities listed above are interested and do not respond within the defined time limits, GA may then sell the property or exchange it in full or part consideration for land or improvements, or for construction of improvements at fair market value, or for mutual and offsetting benefits to any private entity or person through the solicitation of written bids through public advertising.

[RETURN TO TOP](#)

5. GA shall evaluate proposals and determine the best value to the state.

GA, acting on behalf of the state and/or a specific state entity, shall recommend the successful bidder by evaluating the proposals and determining which proposal provides the best value for the state. GA shall negotiate the terms and conditions of the sale. GA shall not enter into a formal disposition agreement until sixty (60) calendar days have passed from the date of the transmittal of the Surplus Property Bulletin.

[RETURN TO TOP](#)

6. A public hearing shall be held for intergovernmental dispositions of surplus real property.

If the transaction is an intergovernmental disposition, the state or a political subdivision shall hold a public hearing pursuant to RCW 39.33.020 in the County where the real property or the greatest portion thereof is located. Notification of the public hearing and details thereof shall be by public notice as prescribed with at least ten (10) calendar days, but not more than twenty-five (25) calendar days prior to the hearing.

[RETURN TO TOP](#)

7. GA shall assist in identifying surplus real property suitable for affordable housing.

GA shall, prior to disposing of real property declared surplus, assist other agencies designated in [RCW 43.63A.510](#) to identify and catalog under-utilized, state-owned land and property suitable for the development of affordable housing for very low-income, low-income, or moderate-income households.

[RETURN TO TOP](#)

8. GA may reject proposals.

GA reserves the right any time, in its sole judgment, to reject any or all proposals and/or reject any or all proposals resulting from notification or solicitation.

[RETURN TO TOP](#)

Definitions

Affordable Housing means residential housing that is rented or owned by a person who qualifies as a very low-income, low-income, or moderate-income household, or who is from a special needs population and whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income. See [RCW 43.63A.510](#).

Municipal Corporation means any City, Town, County, water-sewer district, school district, port district, public utility district, metropolitan *municipal corporation*, public transportation benefit area, park and recreational district, irrigation district, fire protection district or any other municipal or quasi-*municipal corporation* described as such by statute, or regional transit authority, except joint operation agencies under chapter 43.52 RCW. See [RCW 39.50.010\(3\)](#).

Special Purpose District means every municipal and quasi-municipal corporation other than Counties, Cities, and Towns. Such special purpose districts shall include, but are not limited to, water-sewer districts, fire protection districts, port districts, public utility districts, county park and recreation service areas, flood control zone districts, diking districts, drainage improvements districts, and solid waste collection districts, but shall not include industrial development districts created by port districts, and shall not include local improvement districts, utility local improvement districts, and road improvement districts. See [RCW 36.96.010\(1\)](#).

Surplus Real Property means land and/or improvements that are deemed by an Agency, Board or Commission to have no current or future use that supports the Agency, Board or Commission.

History

Amended:

March 8, 2010 - Revised to comply with new statutory requirements under RCW 43.17.400.

Supersedes:

POL-410 – Disposal of Surplus Property

Original Effective Date:

June 19, 1997

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov
